

13 March 2000

FORT HUACHUCA SELECT HONOR GUARD ASSIGNMENT AND SELECTION CRITERIA

Summary. This regulation provides policy, defines responsibility, prescribes criteria, and outlines procedures for the assignment and selection of soldiers to the Fort Huachuca Select Honor Guard. It also outlines the operational requirements for providing ceremonial support on Fort Huachuca, Arizona and the Southwestern United States.

Applicability. This regulation applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and to all partner activities.

Supplementation. Supplementation of this regulation is prohibited without prior approval from ATZS-HBH.

Suggested Improvements. The proponent of this regulation is Fort Huachuca Select Honor Guard, Headquarters Company, 306th Military Intelligence Battalion, U.S. Army Intelligence Center and Fort Huachuca, Fort Huachuca, Arizona. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAIC&FH, ATTN: ATZS-HBH, Fort Huachuca, Arizona, 85613-6000.

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1. Purpose.

a. This regulation provides guidance to all units and partners of Fort Huachuca, Arizona on the missions and support requirements of the Fort Huachuca Select Honor Guard. It also outlines the responsibilities of units tasked with providing personnel manning support.

b. The Fort Huachuca Select Honor Guard serves as a representative of the United States Army Intelligence Center and Fort Huachuca (USAIC&FH) at functions throughout the Southwestern United States. The Guard supports military and civilian honors, salutes, and visits of courtesy for the enhancement of esprit de corps and community relations.

2. References. Appendix A lists all required and related forms and publications.

3. Explanation of abbreviations and terms. Abbreviations are explained in the glossary.

4. Policies.

a. The Fort Huachuca Select Honor Guard consists of 23 permanent party soldiers detailed to support ceremonial requirements of the Installation Command. No students or soldiers in an administrative or casual status will be detailed to the Select Honor Guard.

b. The Fort Huachuca Select Honor Guard will provide funeral honors, conduct post reveille and retreat ceremonies, installation color guard support, salute battery, state and territorial flag support, and other military ceremonies as prescribed in Field Manual 22-5, Drill and Ceremonies.

c. The Fort Huachuca Select Honor Guard is:

(1) Organized, maintained and supported with the cooperation of all units assigned to USAIC&FH and all partner activities.

(2) Staffed with 23 soldiers attached to Headquarters Company, 306th Military Intelligence Battalion, for a period of six (6) months, with the exception of the Platoon Sergeant (Sergeant First Class (SFC)), Operations Sergeant (Sergeant (SGT)), and Administrative Clerk (Private (PVT) – Specialist (SPC)) who are assigned for one year.

(3) Detailed to support the ceremonial requirements of the Installation Command.

d. Mission priority for the Fort Huachuca Select Honor Guard in order of precedence:

(1) Funeral support for service members who die while on active duty, members of the National Guard or Reserves while on duty status, and holders of the Medal of Honor.

(2) Funeral support for retired service members.

(3) Funeral support for veteran service members.

(4) Daily reveille (0600 Monday - Friday; 0730 Saturday and Sunday) and retreat ceremony (1630 daily) at Brown Parade Field, or as designated by the Installation Commander. During holidays as specified in AR 600-25, Salutes, Honors and Visits of Courtesy, the Garrison flag will be flown in place of the Post Flag from 0730 to 1630.

(5) Personal honor ceremonies for authorized individuals upon arrival and/or departure from the installation.

(6) Post-level color guard and cannon salute support.

(7) Parades or other activities in support of community relations.

5. Responsibilities.

a. Commanders, 111th Military Intelligence Brigade, 11th Signal Brigade, 304th Military Intelligence Battalion, and 306th Military Intelligence Battalion will:

(1) Furnish pro rata share of Honor Guard members (PVT through SFC) as determined from assigned strength reports and Post Operations Schedule. Fort Huachuca Select Honor Guard members will be volunteers insofar as possible. When a unit does not have enough volunteers, members will be detailed.

(2) The following table lists the tasked command requirements for the number of soldiers by rank structure as indicated.

Tasked Command	PVT-SPC (CPL)	SGT	SSG	SFC
111 TH Military Intelligence Brigade	2	1	1	(+1*)
11 th Signal Brigade	11	1 (+1*)	1	0
304 TH Military Intelligence Battalion	1	0	0	0
306 TH Military Intelligence Battalion	2 (+1*)	0	0	0
Totals	17	3	2	1

(*) Indicates 1 year assignment.

(3) G-3 will task units listed above to provide (1) SFC, one (1) SGT and one (1) Corporal (CPL) or below to fill positions for a 12 month period. These soldiers will be assigned for permanent duty with Headquarters Company, 306th Military Intelligence Battalion.

(4) Additionally, tasked soldiers identified from supporting elements to fill the Honor Guard requirements will serve for a minimum of six months. Individuals considered for the Honor Guard will be permanent party only, no students or soldiers in casual status.

(5) Brigade and Battalion Command Sergeants Major and Sergeants Major must play a key role in selections of qualified and deserving soldiers. Soldiers selected for the Honor Guard must meet the following requirements:

- (a) Volunteer for the duty.
 - (b) Be within the standards of AR 600-9, Army Weight Control Program and not present an overweight appearance.
 - (c) Have no medical profiles or physical limitations (to include shaving profiles) that will interfere with uniform wear, prolonged standing at attention, performance of the manual of arms, marching in combat boots, and lifting or carrying weights.
 - (d) Possess a valid civilian/military driver's license.
 - (e) Have at least eight months remaining before Permanent Change of Station or Expiration Term of Service at the time of attachment. Soldiers on a one year assignment must have at least 14 months remaining in service or on station.
 - (f) Not pending any judicial, non-judicial, or separation actions at the time of assignment or within the last six months prior to assignment.
 - (g) Be drawing separate rations from the parent unit before assignment.
- (6) Replacement soldiers will report to the Honor Guard Operations Non-Commissioned Officer, at Building 51002 (next to Burger King and the Vehicle Resale Lot) at 0900 on the first day of assignment/attachment with the following:
- (a) Completed Reporting Checklist (See Appendix B).
 - (b) Attachment Orders or DA Form 2446, Request for Orders, which attaches the soldier to: Headquarters Company, 306th Military Intelligence Battalion UIC: W1E82B for a period of one year to perform duties in the Fort Huachuca Select Honor Guard.
 - (c) A copy of training records (Physical Training Card; Weapons Qualification Sheet; Common Task Test (CTT) Qualification Sheet).
 - (d) Valid civilian/military driver's license.
 - (e) A copy of DA Forms 2A, Identification Data and 2-1, Current and Famous Assignments.
 - (f) A serviceable Class A uniform with overcoat and garrison cap.
- (7) During assignment or attachment, soldiers may take leave only with the approval of the Commander, Headquarters Company, 306th Military Intelligence Battalion.

(8) Commander, Headquarters Company, 306th Military Intelligence Battalion will return those soldiers that lose their qualifications to perform in the Select Honor Guard, to their parent unit with an official letter explaining the circumstances for the soldier's relief. The parent unit must immediately replace soldiers relieved from Select Honor Guard duties.

(9) Attachment will be for administrative actions to include the UCMJ. Parent unit will release soldiers attached to the select Honor Guard from all unit duties. Soldiers residing in barracks will be required to maintain their living area but are exempt from all other details.

(10) Attached soldiers will receive all Sergeant's Time Training, Consideration of Others (CO2), CTT, Weapons Qualification, and all other mandatory training, from Headquarters Company, 306th Military Intelligence Battalion.

(11) Headquarters Company, 306th Military Intelligence Battalion, will conduct all urinalysis requirements.

(12) Attached soldiers not participate in parent units' Personnel Asset Inventories. Parent units will use attachment orders in lieu of the soldier's attendance.

b. Commander, Headquarters Company, 306th Military Intelligence Battalion, will:

(1) Organize, train, and maintain the Fort Huachuca Select Honor Guard in a high state of proficiency.

(2) Monitor appearance and performance serving as members of the Fort Huachuca Select Honor Guard through the Honor Guard Platoon Sergeant.

(3) Exercise commitment authority of Fort Huachuca Select Honor Guard.

(4) Administer all judicial and non-judicial actions on assigned or attached soldiers to the Select Honor Guard in accordance with the UCMJ.

(5) Conduct all mandatory training requirements (Weapons Qualification, CTT, CO2, Army Physical Fitness Test (APFT), etc.) and update training records for attached soldiers.

6. Procedures.

a. The Fort Huachuca Select Honor Guard supports only Installation directed ceremonial requirements. Individual units must provide their own internal support to non-Installation supported ceremonies.

b. All requests for post Honor Guard support will be sent through the G-3 Operations Center. Approval of support is based on availability and the criteria outlined in paragraph 4d, above.

c. The Casualty Assistance Office (CAO) will process requests for funeral support at 533-2229.

d. Requests for flag and equipment support will be coordinated directly through the Honor Guard Operations at 533-1651. Available assets for hand receipt are:

(1) 50 state and territorial flags for stationary setup or from flag poles. (For use on Chaffee Parade Field, Brown Parade Field, and indoor ceremonies).

(2) Color guard packages to include harnesses, national colors, army colors with streamers, and dummy M-16s.

Appendix A
References

Section I
Required/Related Publications

AR 360-61
Community Relations

AR 600-9
Army Weight Control Program

AR 600-25
Salutes, Honors, and Visits of Courtesy

AR 670-1
Wear and Appearance of Army Uniform and Insignia

AR 71-13
The Department of the Army Equipment Authorization and Usage Program

AR 840-10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

FM 22-5
Drill and Ceremonies

CTA 50-900
Clothing and Individual Equipment

Section II
Referenced Forms

DA Form 2446
Request for Orders

DA Form 2A
Identification Data

DA Form 2-1
Current and Famous Assignments

Appendix B
Reporting Checklist

REPORTING CHECKLIST FOR SUPPORTING UNITS
Fort Huachuca Select Honor Guard
Headquarters Company, 306th Military Intelligence Battalion

Honor Guard Operations: 533-1651

RANK/NAME: _____

PARENT UNIT INFORMATION:

1. UNIT (CO, BN): _____

2. 1SG & Phone Number: _____

PARENT UNIT OUTPROCESSING:

_____ 1. Briefed by 1SG/CSM and S-3
a. Duties
b. Duration
c. Leave
d. Physical appearance and military bearing

_____ 2. Copies of:
a. APFT, weapons qualification, CTT
b. DA 2A and 2-1
c. Attachment orders or DA Form 2446
d. Copy of Change of Rater NCOER (if E-5 or above)

_____ 3. Valid drivers license

_____ 4. Placed on separate rations

_____ 5. Serviceable Class A uniform with overcoat and general issue accessories

Glossary

USAIC&FH

U.S. Army Intelligence Center and Fort Huachuca

SFC

Sergeant First Class

SGT

Sergeant

PVT

Private

SPC

Specialist

CPL

Corporal

UCMJ

Uniform Code of Military Justice

CTT

Common Task Test

CO2

Consideration of Others

APFT

Army Physical Fitness Test

CAO

Casualty Assistance Officer

(ATZS-IMC-SR)



OFFICIAL:
JOHN D. THOMAS, JR.
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Director of Information Management

DISTRIBUTION:
B